

CHICO UNIFIED SCHOOL DISTRICT
ACCOUNTING TECHNICIAN

DEFINITION

Under direction, to perform a variety of responsible and specialized technical and clerical accounting duties involved in developing, processing, maintaining and reviewing accounting and financial records; to perform a variety of secretarial and clerical duties in support of the assigned office; to organize office activities and coordinate communications for the assigned program.

SUPERVISION EXERCISED

May exercise technical and functional supervision over lower level staff.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

- Prepare, maintain, reconcile, and analyze a variety of fiscal statements, budgets, ledgers, reports, summaries, and schedules utilizing data in accordance with specified reporting formats and accounting principles; examine and correct accounting transactions to ensure accuracy; prepare journal vouchers to adjust and correct errors in accounting records; participate in the preparation and recording of journal entries with appropriate supporting information.
- Monitor and balance various budgets and accounts verifying availability of funds and classification of expenditures; research and analyze transactions to resolve problems.
- Receive and record payment for a variety of items; maintain accurate records of sales.
- Issue purchase orders, audit invoices, and process payments.
- Count and record money, post and write checks, prepare and make deposits.
- Assist departments, employees, students and parents by providing fiscal information, explaining procedures and answering questions; provide technical information and instruction regarding applicable procedures and methods.
- Establish and maintain complete files and records related to assigned functions; participate in the maintenance of various computer files and records; input and retrieve a variety of fiscal and statistical information using a computer terminal.
- Perform responsible research; compile, type, produce and distribute reports, minutes, records, documents and statistical data.
- Perform a variety of general clerical duties, including answering phones, typing, sorting and distributing mail, maintaining files and records and maintaining supplies.
- Organize and manage the office; ensure efficiency of operations; coordinate communications; assist management staff with administrative details.
- Perform related duties and responsibilities as assigned.

When assigned to ASB:

- Prepare and maintain file for State Instructional Textbook funds.
- Assist the Activities Director with coordinating the school's master calendar.
- May run a student store, including directing student assistants, maintaining daily records of sales, collecting money, preparing bank deposits, answering telephone, maintaining inventory of store merchandise, recommending grades and school credits for student assistants and assisting students in setting up club accounts and planning activities.
- Notify students and parents regarding overdue accounts and lost materials.

When assigned to FACILITIES:

- Analyze cash flow and coordinate and pursue fund releases with state agencies for current building projects; provide documentation to the state.
- Responsible for "close-out audit" process for building projects.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

- Principles, procedures, methods, practices and terminology used in bookkeeping, accounting and financial record keeping and reporting;
- Principles, procedures and techniques used in public accounting and general accounting;
- Principles and practices of data collection and report preparation;
- Alphabetical, numerical and subject matter filing systems;
- Modern office practices, methods and equipment, including computer equipment and applicable software applications;
- Mathematic principles.

Skill to:

- Operate modern office equipment, including computer equipment;
- Type or operate a keyboard at a level proficient for successful job performance.

Ability to:

- Learn applicable software applications used by the District;
- Learn, interpret and apply the policies, procedures, laws, codes and regulations pertaining to assigned programs and functions;
- Understand the organization and operation of the District as necessary to assume assigned responsibilities;
- Apply clerical and technical accounting principles to the maintenance of general accounting and public accounting transactions and audit of financial records;
- Prepare, examine and verify financial documents, statements, reports and analyses;
- Prepare and maintain complex financial records and reports;
- Perform accurate mathematical calculations with speed and accuracy;
- Research, compile and collect data and information;
- Accurately tabulate, record, and balance assigned transactions;
- Respond to requests and inquiries for information regarding accounting, claims and record keeping policies and procedures;
- Plan and organize work to meet schedules and deadlines;
- Supervise and train student assistants;
- Communicate clearly and concisely, both orally and in writing;
- Establish, maintain and foster positive and harmonious working relationships with those contacted in the course of work.

EXPERIENCE, EDUCATION, AND TRAINING GUIDELINES

Any combination equivalent to experience and training that would provide the required knowledge, skills and abilities would be qualifying. A typical way to obtain the knowledge, skills and abilities would be:

Experience:

- Three (3) years of increasingly responsible experience in the maintenance of financial or statistical records, preferably including some experience in the specific area of assignment.

Training:

- Equivalent to the completion of the twelfth grade supplemented by specialized training or course work in accounting, financial record keeping, or a related field.

SPECIAL REQUIREMENTS

- Must pass the competency exam for the classification as designated by the Classified Human Resources Department.

PHYSICAL DEMANDS

Essential duties require the following physical skills and work environment:

- Ability to work in a standard office environment.